

**EXECUTIVE SECRETARIAT****Routing Slip**

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Remarks:

Executive Secretary

8/18/83

Date



EXECUTIVE OFFICE OF THE PRESIDENT  
OFFICE OF MANAGEMENT AND BUDGET

WASHINGTON, D.C. 20503

August 12, 1983

Executive Registry

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BULLETIN NO. 83-18

TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: Administrative Systems

1. Purpose. One of the basic elements of the President's Management Improvement Initiatives is to assure that the Government's systems for managing its programs operate as efficiently and as cost-effectively as possible. This Bulletin requires submission of information to the Office of Management and Budget about specific planned improvements to automated administrative systems. The information will be used by OMB to compile an inventory of agencies' plans for improving their automated administrative systems. It will also be shared with other agencies.

This data collection will supplement information gathered in a preliminary Reform '88 survey last fall.

2. Authority. Statutory authorities for this Bulletin are the Budget and Accounting Act of 1921, as amended, Reorganization Plan No. 2 of 1970, and the Paperwork Reduction Act of 1980. These give the Director of OMB authority to issue guidance for improving Executive Branch organization, information and systems.

3. Coverage. The requirements in this Bulletin apply only to the departments and agencies listed in Attachment A.

4. Policy. Agencies' administrative systems shall be designed, implemented, and operated in an efficient, cost-effective manner. Agencies should design new systems and systems improvements so that their output is consistent and compatible with established centralized data requirements. Agencies undertaking the development of major new administrative systems or major systems improvements should consider utilizing resources of other agencies in order to avoid expending resources unnecessarily.

5. General Definitions.

Administrative System - any automated system that collects, analyzes, summarizes and/or reports data; processes transactions; or results in an action or product, such as a payment voucher or statement; and/or provides program managers, agency officials, OPM, OMB, GSA, or other government entities information necessary to administer or monitor the agency or one of its activities. (Agency programmatic or "life blood" systems are specifically excluded from this definition.) Examples of such administrative systems are payroll, personnel, real and personal property, procurement, financial accounting, travel, inventory management, loan servicing, records and report management, workload tracking, project monitoring, debt management, and publications management.

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Systems Improvement - any planned addition, upgrade, or enhancement to a major administrative system.

Major System - any administrative system which will exceed \$2.5 million in total obligations for the systems improvement effort.

6. Action Requirements. Each affected department and agency will provide the information described in Attachment B for each systems improvement of a major administrative system meeting the above definitions. The baseline for identifying improvements to existing systems should be the agency's inventory of systems developed pursuant to Section 3506 (c)(1) of the Paperwork Reduction Act of 1980.

7. Assistance in Meeting Reporting Requirements. Information used by agencies in preparing OMB Circular A-11's exhibits 43a and 43b on information technology systems, although submitted to OMB in aggregate, may be useful in responding to this Bulletin. Some agencies may have developed this information by system function in preparing the combined planned improvements data required by Circular A-11. Data submitted for this Bulletin should be consistent with data submitted under these and other A-11 exhibits.

Inventories of systems developed pursuant to Section 3506(c)(1) of the Paperwork Reduction Act of 1980 (44 USC 3506) will also be helpful as a baseline for identifying systems improvements or new administrative systems not yet existing.

8. Submission of Report to OMB. The information required by this Bulletin should be sent to the Director, OMB (Attn: Appropriate Budget Division for your agency), within forty-five days from the date of this Bulletin. Information should be submitted in triplicate.

9. Information Contact. Inquiries should be directed to the OMB Management Reform Division, James F. Kelly (202) 395-3774.

10. Sunset Date. This Bulletin will expire on September 30, 1984.

  
Joseph R. Wright, Jr.  
Deputy Director

Attachments

ATTACHMENT A

Affected Departments and Agencies

Department of Agriculture  
Department of Commerce  
Department of Defense  
Department of Education  
Department of Energy  
Department of Health and Human Services  
Department of Housing and Urban Development  
Department of the Interior  
Department of Justice  
Department of Labor  
Department of State  
Department of Transportation  
Department of Treasury  
Agency for International Development  
Environmental Protection Agency  
General Services Administration  
National Aeronautics and Space Administration  
Office of Personnel Management  
Small Business Administration  
Veterans Administration

ATTACHMENT B

INFORMATION REQUIRED FOR PLANNED IMPROVEMENTS TO  
ADMINISTRATIVE SYSTEMS (1)

1. DEPARTMENT OR AGENCY NAME; SUBUNIT NAME

Give complete name of parent organization and organizational component that has responsibility for managing the system. Do not identify the organization that has only ADP management responsibility.

2. NAME OF SYSTEM

Give the full name of the system as it is normally referred to in the agency.

3. PRIMARY FUNCTION

Describe the primary function(s) of the system, e.g., process payroll, maintain property inventory, etc.

4. CURRENT SITUATION

Describe why the improvement is needed.

5. COST OF IMPROVEMENT

Indicate the estimated total cost of the systems improvement effort (include direct and indirect costs).

6. RESULTS OF IMPROVEMENT

A. Describe the overall net cost savings to be realized.

B. Describe what the improvement will do to improve the efficiency and/or the effectiveness of the system (e.g., improved timeliness, volume efficiencies, reduction in paperwork, more accurate data, better internal controls).

7. ALTERNATIVES TO IMPROVEMENT

Describe why other systems, either within your agency or in another agency, cannot fulfill the need for the improvement.

(1) Complete a separate sheet for each major administrative system meeting the requirements of this Bulletin.

## 8. TIMETABLE OF ACTIVITY: START DATE: END DATE: MILESTONES:

Indicate the START DATE as the date formal approval was given for the system improvement activity; END DATE as the date the system improvement will be completed or the new system becomes operational; MILESTONES as those few significant major events in the life cycle of planning, programming and implementing the system improvement that will provide a perspective on the major stages of the process.

## 9. HARDWARE FOR SYSTEM IMPROVEMENT

Specify any additional hardware to be utilized in this system improvement. Identify as (1) IN HOUSE, PURCHASED (Name); (2) IN HOUSE, LEASED (Name); (3) SHARED WITH (Agency Name); (4) TIMESHARED WITH (Name); or (5) OTHER (Specify).

## 10. SOFTWARE FOR SYSTEMS IMPROVEMENT

Specify any additional software to be developed and/or acquired for this system improvement. Identify as (1) IN HOUSE, CUSTOM DEVELOPED; (2) CONTRACTOR, CUSTOM DEVELOPED (Contractor Name); (3) COMMERCIAL PACKAGE (Off the Shelf Name) RUN IN HOUSE; (4) COMMERCIAL PACKAGE (Off the Shelf Name) RUN ON TIME-SHARING; (5) ACQUIRED FROM (Agency Name); or (6) SHARED WITH (Agency Name).

## 11. NAME, TITLE, AND TELEPHONE NUMBER OF CONTACT PERSON FOR THIS SYSTEM IMPROVEMENT

Identify someone who is knowledgeable about the system improvement and who could provide additional information as it relates to overall enhancement of the agency's administrative management systems.